



8. PLAN MAINTENANCE PROCEDURES

8.1 Monitoring, Evaluating and Updating the Plan

Requirement: §201.4(c)(5)(i): [The Standard State plan must include an] established method and schedule for monitoring, evaluating, and updating the plan.

This Plan update was prepared with Team Members from ADEM and other state agencies. In order to keep the Plan current and build upon previous hazard mitigation planning efforts and success, the State will utilize the Planning Team to monitor, evaluate, and update the Plan on an ongoing basis.

Monitoring

The Planning Coordinator or SHMO will monitor the Plan three times per year or every four months to ensure actions are progressing adequately and according to Plan timeframes.

The general criteria used to monitor the Plan will consist of at least the following:

- Effectiveness of Plan Goal and Objectives;
- Determine if any local plans or plan updates have been approved since the last monitoring and incorporate any new information into this Plan; and
- Appropriateness of Plan actions/projects.

Reviewing

The Planning Team will conduct an annual review of the Plan, particularly the Action Plan. The review will include an evaluation of the following:

- Notable changes in the State's risk to natural hazards.
- Impacts of land development activities and related programs on hazard mitigation.
- Relation between the State's hazards and the Plan's goal, objectives, and actions.
- Progress on implementation of the Plan. This may include identification of problems and suggested improvements.
- Actual implementation progress versus expectations.
- The adequacy of resources for implementation of the Plan.
- Participation of State agencies and others in the Plan's implementation versus expectations.

The findings from this annual review will be summarized by ADEM and will provide the basis for possible changes in the Plan's implementation through refocusing on new or more threatening hazards, changes to or increases in resource allocations, and engaging additional support for the Plan's implementation.

The initial review of the Plan will be conducted 12 months from the date of FEMA's approval of the Plan. This date will be used to establish an annual schedule of when the Plan must be reviewed. Additional reviews may occur upon receiving a presidential disaster declaration or when required/needed due to changes in federal/state regulations and/or legislation that have an impact on the hazard mitigation program.

The Planning Team will be responsible for summarizing the information received during the annual review and reporting this information to the Director of the Division of Emergency Management within 3 months. The summary report may include recommended revisions to the Risk Assessment, the State's goal and objectives, projects and timelines and may reflect major changes in policies, programs, and funding.

Updating

The *Disaster Mitigation Act of 2000* requires the updating of state level hazard mitigation plans every three years. To ensure this occurs, approximately one year prior to the update due date, the Planning Team will undertake the following activities:

- Analyze and update the State's risk to natural and man-made hazards;
- Perform the third annual review and review the previous two;
- Review and revision of the Mitigation Strategy, including each goal, objective, and potential action;
- Prepare a new Action Plan with prioritized actions, responsible parties, and resources;



- Prepare a new draft *State of Arizona Multi- Hazard Mitigation Plan* for adoption;
- Submit an updated Plan to FEMA for approval;
- Consideration of annual reviews and project monitoring since last Plan approval

Each three year update will be developed using information according to a specific cut-off date. This section of each update will indicate the cut-off date for the next update. The cut-off date used for the update due in November 2010 will be March 2010.

The initial review of the original Plan was to be conducted on or about November 9, 2005, 12 months from the FEMA approval date of November 9, 2004. The initial review date was postponed due to the reorganization of the entire State Mitigation Office. In 2004, the Mitigation Office consisted of a staff of three; the State Hazard Mitigation Officer (SHMO), the Local Hazard Mitigation Planning Program Manager a Programs and Projects Specialist.

The year 2005 brought significant changes to the Mitigation Office including the SHMO's retirement, addition of staff, and the reorganization of all responsibilities within the Mitigation Office. Fortunately, the Mitigation Office was able to hire two Program Managers; to focus specifically on managing the HMGP and FMA programs and the local and state hazard mitigation planning activities. Therefore, in 2005/2006, the entire Mitigation Office staff was either newly hired, tasked with new responsibilities, or just reassigned to a new position.

Arizona was also dealing with two Presidential Declarations declared in February and April 2005. We understand that during or after that time, the Planning Team was reconvened by the previous staff members to review the Plan, however we are unable to provide supporting documentation.

The State received another Presidential Declaration at the end of summer 2006, after which time, key members of the Planning Team along with FEMA representatives came together to review Plan in it's entirety. During this review it became clear the original Plan did not represent the State's hazards accurately nor did the mitigation actions. The State's Hazard Mitigation Planning Program Manager began to revise, update and modify the Plan and reassembled the Planning Team to update and gather information.

This Plan has been significantly improved and more accurately illustrates Arizona's hazards and mitigation actions. The Mitigation Office will continue to work with the Planning Team to further improve this Plan.

This Plan is a living document and, as discussed above, will be reviewed, updated, adopted and submitted to FEMA for approval every three years. The annual progress and post-disaster review will include key members of the Planning Team, to be determined by the SHMO and/or the Hazard Mitigation Planning Program Manager.

We will ensure monitoring and reviewing activities are performed as schedule by:

- Storing all Plan documents on the Mitigation Office's shared main computer network drive;
- Ensure network system is backed up every night;
- Post scheduled dates on the Mitigation Office staff calendar, paper and shared through computer;
- Add scheduled dates to the "HMGP Administrative Plan."